

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 18, 2003

ALL-COUNTY INFORMATION NOTICE NO. I-52-03

TO: COUNTY WELFARE DIRECTORS
COUNTY WTW COORDINATORS
COUNTY FISCAL OFFICERS
FOSTER CARE INDEPENDENT LIVING
COORDINATORS

SUBJECT: BUDGET YEAR 2003-2004 STATE
MATCH FOR U.S. DEPARTMENT OF
LABOR (DOL) WELFARE-TO-WORK
(WtW) GRANT PROGRAM

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

REFER: SECTION 403(a)(5) OF THE SOCIAL SECURITY ACT AS AMENDED NOVEMBER 29, 2001; ASSEMBLY BILL (AB) 382 (Chapter 6, Statutes of 1998); AB 1692 (Chapter 652, Statutes of 2001); ALL COUNTY LETTER NO. 01-84, DATED DECEMBER 10, 2001; ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-63-02, DATED AUGUST 22, 2002; ALL COUNTY WELFARE-TO-WORK COORDINATORS LETTER, DATED MARCH 19, 2003; FISCAL LETTER NO. 02/03-62, DATED JUNE 30, 2003

This is to transmit information and instructions regarding the DOL WtW Grant Program. This year, about \$68 million in General Fund dollars has been appropriated in the State Budget for 2003-2004 to be used as DOL WtW Grant Program state match. In addition, about \$3.1 million in rollover funds are available, which brings the match to a total of about \$70.9 million that must be expended by June 30, 2004, even though the WtW Grant program will end on July 15, 2004, in California. If the WtW Grant state match dollars are not exhausted by that date, California will face significant federal financial penalties.

To ensure California does not face financial penalties, it is recommended counties expend these funds as soon as they are received. After June 30, 2004, there will be no reappropriation and reallocation of these funds. The proposed allocations have been distributed to CWDs in Fiscal Letter No. 02/03-62 dated June 30, 2003.

Originally, only California Work Opportunity and Responsibility to Kids (CalWORKs) recipients who had been on aid for 30 months or more, had characteristics of long-term welfare dependency, or had reached their 60-month lifetime limit on aid (and were otherwise eligible) were entitled to participate in the DOL WtW Grant program. As a result of the November 29, 2002, WtW Grant amendments, the match dollars may be used to provide employment and training activities and services to current CalWORKs recipients, CalWORKs recipients no longer receiving cash aid because they have reached their life-time limit on aid, young adults between 18 and 25 years of age, who had been in foster care, non-custodial parents and their children who must meet specific eligibility criteria, and

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custodial parents with incomes below the federal poverty level. This expansion virtually allows all adult CalWORKs recipients to participate in the WtW Grant program.

The 70/30 percent split that is imposed upon expenditures of DOL WtW Grant formula funds does not apply to these state match dollars. The state match may be used without spending limitation to serve any WtW Grant eligible population. Furthermore, there is no statutory cap on administrative costs so CWDs may spend what is reasonable and necessary to manage the WtW Grant program.

Allowable activities vary from six months of vocational education to post-employment services, such as transportation, ancillary expenses, and child care. Intake, assessment, eligibility determination, development of an individual's service plan (also known as, CalWORKs welfare-to-work plan), and case management are also allowable activities that may be funded using WtW Grant state match dollars. WtW Grant paid community service and work experience is an allowable activity and can be provided after reaching the 18/24 time limits due to adjustments made to CalWORKs with AB 1692 amendments. Refer to ACIN No. I-63-02, dated March 19, 2003, for additional information related to this issue.

County allocations and claiming instructions will follow under separate cover letter. For your convenience, we are attaching a list of the eligibility criteria and allowable activities. If you have any questions regarding the WtW Grant Program, please contact Pat Loader, WtW Grant Project Analyst, Employment Bureau, at (916) 654-1770 or by e-mail at: pat.loader@dss.ca.gov.

Sincerely,

***Original Document Signed By
Charr Lee Metsker on 8/18/03***

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

Attachments

c: CSAC
CWDA

WELFARE-TO-WORK (WtW) GRANT PROGRAM ELIGIBLE POPULATIONS

- **Current CalWORKs Recipients**

Custodial parents who are receiving CalWORKs benefits* and:

1. Have received aid for at least 30 months or more (the months do not need to be consecutive); or
2. Will become ineligible for cash assistance within 12 months due to meeting his/her federal/state 60-month life-time limit on aid; or
3. Will become ineligible for CalWORKs cash assistance within 12 months because the last minor child in the family will be turning 18 years of age; or
4. Have received cash assistance for less than 30 months and:
 - a. Have a “characteristic associated with, or predictive of, long-term welfare dependence such as having dropped out of elementary or secondary school, being pregnant as a teenager, or having a poor work history.”
 - CWDs may designate additional characteristics associated with, or predictive of, long term-welfare dependency, for example: have a high school diploma but unable to read, write or complete math problems at 6th grade level. Additional characteristics selected by CWDs must be specified in their County CalWORKs WtW Grant Addendum for 2004.
 - b. Have a “significant barrier to self-sufficiency.”
 - Definitions for a “significant barrier” must be defined by CWDs and included in their County CalWORKs Plan WtW Grant Addendum for 2004. There can be more than one significant barrier defined. For example, domestic abuse; learning disability; insufficient child care, transportation and/or housing; legal problems may be considered significant barriers.

- **Custodial Parents Who Have Reached Their 60-month Life-time Limit on Aid**

Custodial parents, who are no longer eligible to receive CalWORKs benefits because they have reached their federal 60-month life time limit on cash aid but would otherwise be eligible, may participate in the WtW Grant program.

- **Young Adults Aging Out of Foster Care:**

Young adults, who are at least 18 years of age but not yet 25 at the time of enrollment, are eligible to participate in the WtW Grant program if they were in foster care under the

*For purposes of the WtW Grant program, CalWORKs benefits means: cash assistance, child care, transportation, and/or Medi-Cal.

responsibility of the state before he/she turned 18 years of age. This population does not need to be a current recipient of public assistance to be eligible. Enrollment means the date the young adult agreed to participate into the WtW Grant program.

- **Non-custodial Parents (NCPs):**

1. An NCP is eligible to participate if he/she is unemployed, underemployed, or having difficulty in paying child support obligations, and
2. At least one of the following applies to the NCP's minor child (with preference to minor children, or custodial parents, who meet criteria of a., b. and/or c. below):
 - a. The minor child, or the custodial parent of the minor child, has received CalWORKs cash assistance for 30 months or more (whether or not consecutive); or
 - b. The custodial parent will become ineligible within 12 months for cash assistance under the CalWORKs program because of reaching his/her federal/state 60-month life time limit on aid; or
 - c. The minor child will turn 18 years of age within 12 months and will no longer be eligible for CalWORKs cash assistance; or
 - d. The minor child is eligible for, or is receiving, CalWORKs benefits; or
 - e. The minor child has received CalWORKs cash assistance for a 12-month period proceeding the date of the NCP's eligibility determination but is no longer receiving cash assistance; or
 - f. The minor child is eligible for, or is receiving, assistance under the Food Stamp Act, supplemental security income program, medical assistance under Medi-Cal, or medical assistance under California's Healthy Families Program.

- **Low-income Custodial Parents:**

Custodial parents with incomes below 100 percent of the federal poverty line are eligible to participate in the WtW Grant program.

**DOL WtW GRANT
ALLOWABLE ACTIVITIES**

- CWDs may use the State match for the following WtW Grant activities:
 1. Job readinesses (e.g., resume writing, office protocols, how to dress, job search, telephone techniques, and interpersonal skills).
 2. Six (6) months of vocational education or job training. A participant in a vocational education or job training program is limited to six calendar months if the participant is unemployed. After an individual obtains full- or part-time employment, vocational education and job training may be provided as an additional activity.
 3. Employment activities consisting of any one, or a combination, of the following:
 - a. Paid community service (refer to ACIN I-63-02, dated August 22, 2002, regarding paid community service and work experience for CalWORKs recipients who have reached their 18-24 month time limit);
 - b. Paid work experience;
 - c. Job creation through public or private sector employment wage subsidies; and
 - d. On-the-job training.
 4. Job placement services.
 5. Post-employment services that are provided after an individual is placed in one of the employment activities listed in items 1 through 4 above or in any other subsidized or unsubsidized job. Post-employment services include, but are not limited to, such services as:
 - a. Basic educational skills training;
 - b. Vocational skills training;
 - c. English-as-a-second language training; and
 - d. Mentoring.
 6. Job retention services and support services, which are provided after an individual is placed in a job readiness activity, six (6) months of vocational education or training services, employment activities, or in any other subsidized or unsubsidized job. Job retention and support services include but are not limited to, such services as:
 - a. Transportation;
 - b. Substance abuse treatment (except that WtW Grant funds may not be used to provide medical treatment);

- c. Child care assistance;
 - d. Emergency or short term housing assistance; and
 - e. Other supportive services.
9. Individual development accounts, which are established in accordance with section 404(h) of the Social Security Act.
10. Intake, assessment, eligibility determination, development of an individual's service strategy (also known as CalWORKs welfare-to-work plan), and case management may be incorporated in the design of any of the allowable activities listed above.